

# Transcript Request

# Palomar College

Personal transcripts are issued only to the student, or to the student's representative with a written release and the student's signature. When picking transcripts up in person, students must present a valid photo ID.

Records Office / Enrollment Services  
1140 West Mission Road  
San Marcos, CA 92069-1487  
Tel (760) 744-1150, x 2169  
[www.palomar.edu](http://www.palomar.edu)

## Student Information (please print):

Palomar ID # (if known) \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Birth Date \_\_\_\_\_ Maiden/Previous Name(s) \_\_\_\_\_

Phone # \_\_\_\_\_ Email address \_\_\_\_\_

Address - Number/Street/Apt. # \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Dates attended Palomar: Prior to Summer 1983?  Yes  No

# Transcripts Requested: \_\_\_\_\_ (Official) \_\_\_\_\_ (Unofficial transcripts are available online through eServices)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Fees:

Payable in advance to Palomar College  
First 2 requests ever: Free  
3rd request and up: \$5.00 each  
Rush service: Additional \$5.00 each  
Online request: \$13.00 each (processed as RUSH)

## Processing Time:

Normal: 7 - 10 business days  
Rush: 2 business days  
Holds: Depends on grade/degree processing

## Policies:

- > Transcripts are not processed if any financial obligations are owed to the college.
- > Transcripts include all work at Palomar and any current term work-in-progress.
- > Transcripts from other institutions are not included.
- > If you choose to pick up your transcript, you must show a picture ID.
- > Transcripts that are not picked up within 60 days will be destroyed and there will be no refund.

## Hold Requests:

\_\_\_ Final grades for term \_\_\_\_\_

\_\_\_ Degree/certificate/CSU or IGETC posting  
Term requested: \_\_\_\_\_

## Send transcript to:

A window envelope is used, so please complete one form for each address. Make sure the address fits within the boxed area. The student must provide a complete address.

Institution/Name \_\_\_\_\_

ATTN/Office: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## FOR OFFICE USE ONLY

\_\_\_ ID Check      Fees paid: \_\_\_\_\_

Received by: \_\_\_\_\_

Date completed: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

## Transcript Processing Requested:

Normal (7 - 10 business days): \_\_\_\_\_

Rush (2 business days): \_\_\_\_\_ (Additional fee of \$5.00 per transcript)

## Online Requests:

Please link to the transcript website below and follow the instructions for Option 1: Over the Internet through *TranscriptsPlus®*

Transcript Website: [www.palomar.edu/pages/evaluationsandrecords/transcript-order/](http://www.palomar.edu/pages/evaluationsandrecords/transcript-order/)

**Transcript fees cannot be paid by credit card when a transcript is requested by mail, or fax. Please include a check or money order payable to Palomar College with your transcript request.**